

IP Assistant

(Ref.: IPA /CKHH)

Responsibilities:

- Maintain Intellectual Property (IP) database and prepare summary reports
- Conduct online searches
- Perform other clerical duties as assigned by supervisors

Requirements:

- Diploma or Certificate holder in legal studies or related disciplines
- 3 years of working experience, preferably gained from legal firms or large corporations
- Experience in IP registration is an advantage
- Proficient in Microsoft Office applications
- Well-organized, diligent and attentive to details
- A team player with good communication and interpersonal skills
- Good command of written and spoken English and Chinese

Salary and benefits will be commensurate with experience and competence. Please forward detailed resume with indication of expected salary quoting our reference to **recruit@ckh.com.hk**